



NH Intensive Treatment Services Workgroup: ITS Funding

Structure for Funding, Ensuring Cost Effective Models

Date: 11/3/2017
Time: 12:00PM
Location: Conference Call

Facilitator: Allison Howe

Note Taker: Allison Howe, CSNI

Participants: John Capuco, BDS
Sandy Pelletier, Gateways
Sandy Hunt, BDS
Jonathan Routhier, CSNI
Matthew Ertas, Consultant (absent)
Cynthia Mahar, Community Crossroads
Darlene Ferguson, BDS (absent)
Shannon Kelly, Lakes Region Community Council
Kerry Beck, Becket (absent)

The ITS Funding Committee met via phone conference to review three outstanding items that needed clarifying from the ITS Funding final report as well as discussions had at the September ITS Summit. The following items were discussed:

*** AA and providers continuing to work together for new ITS program rates**

Sandy Hunt shared that this will continue as is. Area Agencies and providers in New Hampshire that want to work together to establish new ITS Programs will meet and decide on the overall base rate for a new program. For example, Becket is in the works with three area agencies for development of re-opening the Carriage House home. These area agencies and Becket have met to establish a rate. There are environmental repairs of the home that cost roughly \$50,000 that will need to be addressed. Becket has decided that they will front these repair costs and then re-coup the funding through the individuals budgets over the course of 6-7 years. Sandy shared that any other current ITS provider that would like to develop increased capacity of ITS programs, BDS will defer to the area agencies that potentially have individuals that they want to service. Providers can reach out to the area agencies asking "if we were to develop this, does your area agency have a need?" If a new non existing provider approaches BDS and they want to develop an ITS program, BDS will defer to CSNI to set something up with the area agencies to address the need. Sandy Pelletier shared that Crotched Mountain and IPPI are looking at increasing capacity for both ITS and non ITS homes (step down programs). How should they be communicated with regarding this process and who will decide that what they have to offer is something that the area agencies are interested in? Jonathan suggested that it could be vetted at the CSNI board meeting for approval since the ITS Funding Committee will not be part of this decision making process. Sandy shared that she feels assured that even if her region is not at the table for rate setting at the moment of new development, she knows that the other area agencies are putting their best effort forward in making fiscally sound decisions regarding the rate setting for the program. It is very important that we make sure this process is communicated

to the area agencies. Jonathan and Allison will review this communication and put something together for the area agencies.

*** Consistency in SSL billing for ITS**

During the September ITS Summit, R7 asked for clarification regarding the consistency in SSL billing for ITS. R7 wanted to know what is included in the base rate at Becket. Sandy shared that R7 will need to go back to the initial proposed accepted budget and proposal by Becket and R7. If R7 feels that enhancements need to be made to the base rate, for example to now include 1:1 staffing or individual therapy, they will need to discuss with Becket and come back to BDS for decisions. Allison will reach out to Maureen and share this info with her.

*** Easter Seals Chester house daily rate set**

Sandy Hunt confirmed that Easter Seals Chester home now has a daily rate. It was set by the current area agencies that are servicing individuals there and Easter Seals. It should be noted that any individual that leaves the Easter Seals Chester program, the individual moving in will need to have the funding rate that has been set.

*** Clarify MCOs and SSL billing (see minutes from June 13th)**

During our June 13th meeting, it was discussed that providers might be billing both SSL and MCOs for therapeutic services. It was decided that CSNI/Jonathan will to set up a call with a few business managers, some area agencies and providers to discuss. Some questions to ask on this call would be: Is SSL being packaged into the daily rate at the program? Are individuals using their state plan (MCOs) first and then SSL billing?

Next Steps as a Group:

Check back in via e-mail in regards to the following topics:

1. Communication to the area agencies regarding new ITS development with existing providers and new providers.
2. Seek clarification on a follow up phone call regarding MCOs and SSL billing. Jonathan to set up this call.
3. And although it was not discussed, does this workgroup need to seek clarification on who will be reviewing the performance measures of the Becket homes, Easter Seal Weare homes and NI.

Signed,

Allison Howe, MS

Community Support Network, Inc.

11.3.17



NH Intensive Treatment Services Workgroup: ITS Funding

Structure for Funding, Ensuring Cost Effective Models

Date: 9/13/2017
Time: 9:00 -9:45
Location: Conference Call

Facilitator: Allison Howe

Note Taker: Allison Howe, CSNI

Participants: John Capuco, BDS (absent)
Sandy Pelletier, Gateways (absent)
Sandy Hunt, BDS
Jonathan Routhier, CSNI
Matthew Ertas, Consultant (absent)
Cynthia Mahar, Community Crossroads
Darlene Ferguson, BDS
Shannon Kelly, Lakes Region Community Council
Karen Kimball, MCO
Kerry Beck, Becket
Sue Silsby, Easter Seals

The purpose of this call was to review the draft ITS funding guidelines for group service arrangement and finalize them to share out at the September 27th ITS Summit. Matthew Ertas had done some language changes on numbers 13 and 14 and all committee members agreed that these were acceptable. Sandy Hunt and John Capuco still need to obtain clarification on number 12 in reference to vendor agencies starting up a new ITS Program and funding. The committee discussed number 13 and got clarification that the policy listed does reference the individual and is sufficient as written. Sue asked about already existing ITS group service arrangements that need environmental modifications. Sandy shared that the vendor agency should be working with each of the individual's area agencies that are living in the home to come up with the house budget needed to make the environmental modifications and Sandy referenced looking at the policy called Environmental Modification Requests. Sue also suggested that one area agency streamline this process of house budget coordination, similar to how one area agency holds the cert to each ITS program.

There was a discussion on number 5 regarding the performance measures of existing ITS homes, more specifically, Becket Doe Drive, Stag Drive, and Bethlehem, Easter Seals Weare homes and NI in FL. These programs will undergo a performance measure review on a quarterly basis that the provider will complete and share with the service coordinator. The goal is to have all ITS providers complete the performance measures reviews and the ITS Funding Committee will continue to monitor this progress forward. Sandy Hunt has a meeting with the Service Coordinator Supervisors on Wednesday September 20th to review the draft version of these performance measures. Since the performance measures are listed in the ITS Budget Guidelines, Sandy will also share with them with this committee. The tentative language on number 5 was changed to:

5. For each client the provider will complete a performance measures metric, which will measure progress towards treatment. These performance goals will be reviewed by the Service Coordinator on a quarterly basis as well as shared with the ITS Funding Committee and the quality committee.

However, it is unknown at this time which committee's will be reviewing these performance measures or if it will just be the service coordinators.

We discussed NI and if there are daily rates for this program. In the past, area agencies and vendors got together to review new proposed ITS home budgets, should this also be done for NI? It was clarified that there are daily rates for NI.

Lastly, Darlene suggested that when budgets are submitted, staffing patterns for 3 person homes be included. Sue from Easter Seals stated that they use a template for their programs and she is willing to share this with all to unify the process. Cynthia shared that her AA does this as well; submits to BDS the whole house budget (to include staffing patterns) as well as the individual budget.

Again, we appreciate the assistance of Karen from the MCO and Sue as a provider for the ITS Summit work, but they are no longer needed to serve long term on this committee.

Next Steps as a Group:

Sandy Hunt to update this committee on vendor agencies starting new ITS Programs that are requesting one time funds. (#12 in the ITS Budget Guidelines for group service arrangement)

Seek clarification on what committees (ITS Funding, Quality) will be reviewing the performance measures of the Becket homes, Easter Seal Weare homes and NI.

The ITS Funding Committee will continue to meet quarterly to monitor progress in regards to the ITS Budget Guidelines for group service arrangement (if changes need to be made) and the review of new ITS programs pending the outcome of BDS feedback related to number 12 in the guidelines. Allison will send meeting invitation for January.

Chris Santaniello will review the committee's finalized version of the ITS Budget Guidelines for group service arrangement. BDS will roll out these new guidelines and will be shared with area agency Executive Directors, ITS Providers, and business managers.

Allison will send out the final report that will be presented at the September 27th ITS Summit for review. Please provide suggestions and feedback by September 22nd.

The CoP still needs clarity on where the "new client" is coming from to replace the existing client that is ready to step down from ITS services and/or is making a lateral ITS move.

1. There needs to be funding
2. There needs to be centralization (working with the AAs that have individuals needing services that the provider delivers)

Signed,

Allison Howe, MS

Community Support Network, Inc.

9.13.17



NH Intensive Treatment Services Workgroup: ITS Funding

Structure for Funding, Ensuring Cost Effective Models

Date: 6/13/2017
Time: 9:00 -9:45
Location: Conference Call

Facilitator: Allison Howe

Note Taker: Allison Howe, CSNI

Participants: John Capuco, BDS (left the call early for another meeting)
Sandy Pelletier, Gateways
Sandy Hunt, BDS
Jonathan Routhier, CSNI
Matthew Ertas, Consultant
Cynthia Mahar, Community Crossroads
Darlene Ferguson, BDS
Shannon Kelly, Lakes Region Community Council
Karen Kimball, MCO
Kerry Beck- Becket- absent
Sue Silsby, Easter Seals

The purpose of this call was to review the draft ITS funding guidelines and get clarity from BDS on some of the items. Chris S. has done an initial review of the document, but has yet to determine that it can be finalized. Chris did share that she does not want the MCOs on the ITS Funding Committee. Although John Capuco left the call early, he did share in an e-mail that after speaking with Chris S. about ICF ID as a funding source, she feels that this funding model is not appropriate for our community based ITS programs with the exception of the DRF potentially. BDS will be exploring this option for the DRF, but Chris S. does not see exploring this option with the rest of the ITS programs as beneficial at this time.

These are the outstanding BDS follow up items:

Sandy Hunt will follow up with Chris S. about whether or not vendor agencies will be on the ITS Funding Committee.

Connect with Licensing and Cedercrest to gather additional information: John Capuco still needs to follow up.

There are two programs at Becket that still need daily rates assigned to them; Stag Drive and Doe Drive. There are follow up meetings this week to discuss these rates.

BDS to reach out to Peter Bacon from licensing to make sure that if we are looking at the ICF/ID model that we have them on board as well as making sure the ISA lines up. (#6 in the guidelines)

Sue Silsby, who is joining the committee for the first time today, asked some clarifying questions regarding the guidelines. She wanted to know where the proposals needed to be sent to because in the past they were sent to BDS. Sandy Hunt shared that they will now be sent to the AA and the rates for these ITS services will be determined via the area agency. If a vendor wanted to establish a new home with new clients, there was

discussion about sending the proposal to all 10 area agencies and/or through a centralized process at CSNI working through CoP. Once the program/clients have been established, then the rates/program would be reviewed by this ITS funding committee for feedback and approval.

Matthew suggested some edits to the draft ITS funding guidelines.

1. Change title to Intensive Treatment Services Budget Guidelines for Group Service Arrangement
2. All funds will remain assigned to specific ITS programs/residences and be used for services to those **current and future** clients.

Sue suggested edits around existing ITS programs that need funding for environmental modifications. There was discussion regarding the Medicaid rules and billing Medicaid for the environmental modifications. Initially, the program (either area agency run or vendor run) pays for the upfront cost and then gets reimbursed via the adjusted daily rate for the individual. Sandy Hunt offered to follow up on the amortization schedule for environmental modifications that are made to agency run homes. See number 13 in the guidelines.

Allison needs clarity on number 11; is it 30 or 60 days.

Matthew to work on language for MCO funded therapeutic services. See number 14 in the guidelines.

Allison gave an update to the committee about ITS vendor agencies billing MCOs for outside services. She shared that Columbia House, Easter Seals and Becket all do bill the MCOs for outside clinical services. Sue shared some insight from Easter Seals that they are billing for therapy services by a licensed provider. If the provider is not licensed, then the vendor is billing Medicaid Specialty Services. Sandy Pelletier asked that we have further discussions about this.

Next Steps as a Group:

BDS will roll out these new guidelines once they are finalized. Sandy Hunt shares that until the ITS rates can be finalized, a timeline cannot be determined. Sandy Hunt does have a meeting with finance director Jen Doig in the coming weeks and hopefully these rates can be secured.

Although these ITS funding guidelines are a work in progress, there needs to be final clarity. The area agency executive directors are meeting later this week and using this draft ITS guidelines for future services is a step in the right direction.

Allison needs clarity on number 11; is it 30 or 60 days.

Schedule a time to further discuss ITS vendor agencies billing MCOs for outside services.

Sandy Hunt to report out update on the amortization schedule for environmental modifications that are made to agency run homes.

It's possible that we'll need to seek out legislative group funding ideas if the daily rate for ITS programing is not best practice and/or uniform.

The CoP still needs clarity on where the "new client" is coming from to replace the existing client that is ready to step down from ITS services and/or is making a lateral ITS move.

1. There needs to be funding
2. There needs to be centralization

The next meeting will be scheduled for the 2nd week in July. Allison to send out a doodle poll for dates and times.

Signed,

Allison Howe, MS

Community Support Network, Inc.

6.13.17



NH Intensive Treatment Services Workgroup: ITS Funding

Structure for Funding, Ensuring Cost Effective Models

Date: 5/22/2017
Time: 9:00 -11:00
Location: CSNI Conference Room

Facilitator: Allison Howe, John Capuco, Sandy Hunt, Jonathan Routhier

Note Taker: Allison Howe, CSNI

Participants: John Capuco, BDS
Sandy Pelletier, Gateways
Sandy Hunt, BDS
Jonathan Routhier, CSNI
Matthew Ertas, Consultant
Cynthia Mahar, Community Crossroads
Darlene Ferguson, BDS- absent
Shannon Kelly, Lakes Region Community Council- absent
Karen Kimball, MCO
Kerry Beck- Becket- absent

CSNI did some initial work with the funding guidelines (see draft) but who will be the next lead and carry it forward? BDS is willing to take this lead.

BDS has hired a finance director Jen Doig who started on May 15th. Jen, Sandy Hunt and John Capuco have already started to look at incoming proposals and three of the ITS homes finance models: Columbia House, Easter Seals Weare homes and the Becket Bethlehem home.

Easter Seals Weare homes have a daily rate of \$664 per day with the option of a supplemental budget with a 6 month review. This supplemental budget might include 1:1 staff, clinical services etc.

Becket Bethlehem home has an all-inclusive daily rate of \$915 per day with no option to have a supplemental budget.

Columbia House has an average annualized budget of \$98,613 per person annually. Recently, Columbia House has indicated that this is not sufficient and is submitting a request for an increase. Columbia House is an area agency run program and is NBTS funded.

These programs are based on an 80% utilization rate for 292 days.

There are two programs at Becket that still need daily rates assigned to them; Stag Drive and Doe Drive. BDS will get to this ASAP.

John Capuco sent the completed daily rate budgets to Jonathan to send to the area agencies. Sandy Pelletier suggested that this be shared out by BDS instead so that all can see and provide uniformity.

Sandy Hunt asked about any new ITS programing? Will those have daily rates and/or will only the above established ITS programs be grandfathered in and new ITS programs will adhere to something else?

This group went line by line and reviewed the ITS budget guidelines that was initially worked on at the CSNI level. Changes are attached.

There was discussion around who will serve on the ITS Funding Committee? Currently there are 2BDS representatives, 2 CSNI representatives, 2 Area Agency representatives and 1 vendor representative. It was

suggested to reach out to Sue Silsby from Easter Seals and ask her to be the 2nd vendor. She has agreed. Karen Kimball, MCO Centene was present today and it was asked whether or not Well sense should be at the table. BDS will follow up with Chris S.

We spoke about if any ITS programs are using MCO billable services? Allison will ask the CoP vendors and area agencies at the table who is getting outside services (therapist, med management)

Lastly, if the daily rate for the programs is not best practice and/or able to be unified, Sandy Pelletier suggested that we go back to SB112 and seek out legislative group funding ideas.

Ultimately, the goal is for best practice, uniformity and no bureaucracy.

Next Steps:

Distribute the ITS draft funding guidelines and the ITS Funding Recommendation memo: done and reviewed today. Conference Call to be scheduled to review these changes.

Connect with Licensing and Cedercrest to gather additional information: John Capuco still needs to follow up.

Obtain feedback from Chris Santaniello regarding the initial draft budget guidelines and ICF ID as a funding source; still requires follow up from Sandy Hunt and John Capuco.

Follow up with Chris S about whether or not she wants MCOs part of this ITS Funding Committee

Discuss the ITS Funding guidelines line by line and the proposed ICF/ID model- see attached changes as they will be reviewed by Chris and BDS staff.

There are two programs at Becket that still need daily rates assigned to them; Stag Drive and Doe Drive. BDS will get to this ASAP.

BDS to reach out to Peter Bacon from licensing to make sure that if we are looking at the ICF/ID model that we have them on board as well as making sure the ISA lines up. (#6 in the guidelines)

BDS will roll out these new guidelines after our June conference call.

It's possible that we'll need to seek out legislative group funding ideas if the daily rate for ITS programing is not best practice and/or uniform.

The next meeting is scheduled on June 13th from 9-10

Call in number

1-800-780-8834

Access code 3227421#



NH Intensive Treatment Services Workgroup: ITS Funding

Structure for Funding, Ensuring Cost Effective Models

Date: 5/8/2017
Time: 11:00 -12:00
Location: Conference Call: 1-866-951-1151 #5809896

Facilitator: John Capuco, NH Bureau of Developmental Services

Note Taker: John Capuco, NH Bureau of Developmental Services

Attendees: John Capuco, BDS
Sandy Pelletier, Gateways
Sandy Hunt, BDS
Jonathan Routhier, Community Supports and Services Incorporated
Matthew Ertas, Consultant
Cynthia Mahar, Community Crossroads
Darlene Ferguson, BDS

Absent: Shannon Kelly, Lakes Region Community Council

Meeting Overview:

Initial discussion centered on identifying a Team Leader. Sandy Hunt described the intent, indicating that Jonathan Routhier, John Capuco and Sandy Hunt served as the steering committee for the ITS summit and took on the role of leading the group to until a team leader is identified. The goal is to have a volunteer who would facilitate the meetings, take minutes, submit minutes to CSNI and present findings and recommendations at the next statewide meeting. There were no volunteers and it was later recommended that Allison Howe be utilized take minutes. Jonathan Routhier was agreeable to this.

This process was described as “building the track as we are driving the train.” The need to get this task completed as quickly as possible was stressed and the timeframe for completion by September was recommended. It was recommended that the committee meet for two hours twice a month.

Define a funding model for NH. The group recommended that we consider an alternative to waiver funding such as ICF ID. It was recommended that information be gathered by from Licensing and Cedercrest, the only ICF ID in the state, to find out how they are funded, structured and operate, and how the department monitors and licenses the program.

It was noted that previously a funding committee was established and developed draft ITS budget guidelines. Members of this committee included Matthew Ertas, Maureen Rose Julien, Cynthia Mahar and John Capuco. It was agreed that this draft guideline should serve as a good starting point, reviewing it, making needed changes and coming to a consensus.

It was noted that Chris Santaniello is developing policies based on the current budget guidelines. The goal is to have it go into effect June 1st. It is important that this Committee be aware of any policies that would affect our work.

Next Steps:

John Capuco will:

Distribute the ITS draft funding guidelines and the ITS Funding Recommendation memo

Connect with Licensing and Cedercrest to gather additional information

Obtain feedback from Chris Santaniello regarding the initial draft budget guidelines and ICF ID as a funding source.

The next meeting is scheduled for May 22/2017 from 9:00 – 11:00 AM at CSNI.



NH Intensive Treatment Services Workgroup: ITS Funding

Structure for Funding, Ensuring Cost Effective Models

Date: 4/20/2017

Time: 1:00 pm – 1:30 pm

Location: Conference Call: 1-866-951-1151 #116366164

Facilitator: Sandy Hunt, NH Bureau of Developmental Services

Note Taker: Sandy Hunt, NH Bureau of Developmental Services

Attendees: Sandy Pelletier, Gateways
Kerry Beck, Becket
Jonathan Routhier, Community Supports and Services Incorporated

Meeting Overview: This call was a 30 minute introductory call in which members were given the opportunity to introduce themselves, discuss why they chose to participate in this workgroup, goals of the workgroup and offer times available in May for the group to meet in person.

When asked about why they chose to participate in this workgroup, members shared the following information: I have been at my agency for 27 years and have started to get involved in the risk management and ITS services over the last 6 months, we have had different conversations on how funding works currently. I participate in the Community of Practice on ITS services where there has been lots of conversation on funding, room and board, funding staying in the home, and how transition works for people moving in and out of intensive treatment services. My agency is taking a leadership role at CSNI related to ITS services and having conversations about major concerns related to ITS services. Years ago there was state and national research done on funding ITS services. The current model is not effective / We want to bring a solution to the table / I would like to bring information back to my organization for development purposes / There are significant challenges in facilitating movement to allow people to move in and out of programs tied to operational oversight and training / This workgroup overlaps with many other workgroups and we should share our information with those other workgroups.

Goals that were identified include:

- Develop a funding model that addresses the person's needs prior to needing an ITS model, and then when leaving the ITS model that does not require wait list funding
- Create funding model options. Develop an efficient process that is a win/win for the funding source and the agency involved.
- Create proposed legislation that might be moved forward by the Bureau in relation to funding, for example the ICFDD model, etc.
- Develop a flexible funding model which adjusts up for a person's increased needs but adjusts down when the person is stabilized. Address if the money stays with the residence or goes with the person.
- Guidelines on funding for this population which will provide for uniformity across the state.

John Capuco will schedule the next meeting for May, 2017. Sandy Hunt will submit the 4/28/17 report to CSNI. A group leader will be identified at the May meeting. BDS and CSNI offered to host the next meeting. A call-in option will be made available.